



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Deputy Chief of Staff

Position Number: NC079

Position Grade: GS-15

Salary Range: \$148,484 - \$176,300

Vacancy Open Period: 04/07/2022 – 04/22/2022

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/NCTC

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15cadre position.

Who May Apply

- For a cadre assignment:
 - Current ODNI permanent cadre or up to one grade lower than the advertised position grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.



Component Mission

Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

Manage and lead programmatic initiatives and the daily operations of the organization and collaborate with office leadership to ensure strategic alignment with the mission, goals, and objectives of the ODNI.

Manage personnel, training, budget, contract administration policies and procedures, as well as, information technology, facilities, equipment, and logistics to foster successful achievement of the organization's mission.

Conduct budget planning and execution, strategic resource planning, and budget decisions and serve as the primary approving official for the office.

Facilitate human resources planning and personnel actions and work closely with ODNI/Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives.

Lead and coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the effective completion of initiatives and requirements.

Coordinate organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, and morale, welfare, and recreation activities.

Distribute corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.

Liaise and maintain effective working relationships with other ODNI Chiefs of Staffs, ODNI components, and within the organization to address issues that span multiple mission or program areas.

Execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments.

Lead a professional staff, assess performance, collaborate and oversee goal setting, and provide feedback on personal and professional development.

Mandatory and Educational Requirements

Demonstrated organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.

Extensive knowledge of the IC and ODNI budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.



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Demonstrated strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.

Demonstrated ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.

Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

Demonstrated ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.

Knowledge and experience with resource planning, budget forecasting, and execution.

Demonstrated ability to plan, organize, schedule, and prioritize the organizational staff work load.

Demonstrated ability to establish goals, manage workflow, and identify professional development needs for employees.

Demonstrated ability to manage change, handle adversity, and deal with competing priorities.

Demonstrated leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.

Desired Requirements

COTR Level 1 certification or the ability to obtain certification.

*Depending upon assignment, duties may include supporting and or serving as a Contracting Officer Technical Representative (COTR).

Background in counterterrorism mission.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at



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DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**